



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**CREW SUPERVISOR B**  
(PARKS DIVISION - FACILITIES MAINTENANCE)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for overseeing all aspects of park facility maintenance. Reports to an Operations Superintendent.

## **ESSENTIAL JOB FUNCTIONS**

Plans, schedules and supervises a crew of skilled workers responsible for park facilities maintenance; identifies and resolves operating difficulties; ensures materials and supplies are available; coordinates requests for emergency or unscheduled work; inspects work to ensure conformance with instructions and regulations including City and departmental policies and procedures. May perform or assist with performing more difficult tasks. Performs administrative work to include interpreting specifications and work orders, compiling and maintaining time and production records.

Conducts pre and post project field assessments, Certified Playground Inspections and field meetings with contractors and vendors. Performs accident and incident investigations to include collecting photo documentation.

Responsible for the effective supervision and administration of assigned crew including staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Ensures the safety of City equipment, private property, and others by following proper safety procedures during the operation of a variety of equipment; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Park Maintenance – Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to carpentry and structural methods of park equipment to include playground equipment.

- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work related precautions.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing to include drafting and interpreting blueprint diagrams. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

## **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 3-5 years experience in carpentry, park maintenance or closely related experience with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a sex offender registry check and a valid commercial driver's license with acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

This position requires NPSI Playground Safety Certification (CPSI).

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances.